

APPENDIX 2 TO ANNEX B: EXAMPLE OF ACTIVATION LETTER

FEDERAL EMERGENCY MANAGEMENT AGENCY

**Region X
120 228th Street SW
Bothell, WA 98021-9796**

Regional Emergency Transportation Coordinator
U.S. Department of Transportation
FAA Alaskan Region
222 West 7th Avenue, #14
Anchorage, AK 99513-7587

Mission Assignment Letter
FEMA-98-007-AK
ESF (1)
Date: [date of issue]

Dear _____:

There is the probability that a major disaster has occurred in Alaska.

Pursuant to Public Law 93-288, as amended by PL 100-707, Executive Order 12148, and Title 44, Code of Federal Regulations (CFR) Subpart 206 (Federal Disaster Assistance,) and the Federal Response Plan (FRP), your agency is hereby mission assigned to receive taskings and provide the following assistance outlined in the enclosed Request for Federal Assistance (RFA) form.

Reimbursement for expenses incurred in complying with this request shall be in accordance with the provisions of 44 CFR 206.8, Subpart A, Reimbursement of other Federal Agencies, and shall not exceed the amount indicated on each tasking identified. Expenses incurred for activities not expressly requested or above the stated limitation will not be eligible for reimbursement unless approved by the Federal Emergency Management Agency (FEMA) Regional Director, through the Disaster Recovery Manager, by amendment to this letter and enclosed RFA.

In order to receive additional obligating authority above the cited limitation, your agency must, prior to the time the limitation is reached, submit a request to the Disaster Recovery Manager for revision of that limitation, to include:

- 1) An accounting of actual costs incurred to date under the cited limitation and any amendment thereto;
- 2) An estimate of the revised total cost of the project; and,
- 3) Any specific information necessary to support this request.

Additional funding may then be authorized for that specific tasking and/or tasking category by amendment to this letter.

Requests for reimbursement (SF 1080, SF 1081, and On-line Payments and Collections process) must be submitted in accordance with Section 206.8 of the previously cited regulations and contain sufficient detailed information on which to base an approval. The request for reimbursement will be accompanied by documentation which specifically details personnel services, travel, equipment, and all other expenses by

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Alaskan Region ESF-1 Supplement

object class, as specified in the Office of Management and Budget (OMB) Circular A-12, and by any sub-object classification used in the agency's accounting system. All reimbursement requests should cite the specific letter of activation, tasking number, and funding limitation under which the tasking was performed.

Any single item for materials, equipment, or supplies costing \$1,000,000 or more must be specifically identified and referenced to a materiel requisition number, purchase order number, cancelled check, or voucher number. Prior to final billing, non-expendable materials, equipment, and supplies purchased in accomplishment of this mission will be properly accounted for and either turned over to FEMA or retained by your office with an appropriate reduction indicated in the request for reimbursement.

The final billing for each line item tasking against this assignment should be received in accordance with specified requirements. This bill should be clearly identified as a final bill to facilitate closing of the tasking once final payment has been forwarded to your agency. All financial records, supporting documents, statistical records, and other documents pertinent to the assignment shall be retained and shall be accessible to duly authorized representatives of FEMA, and the U.S. Comptroller General for a period of three years, starting from the date of submission of the final billing.

In accordance with the provisions of 44, CFR Section 206.11, you shall assure that the activities authorized to be performed by RFAs and amendments are accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality, sex, age, or economic status.

All reimbursement requests and other communications related to this assignment must cite the specific tasking number under which the work was performed, the funding limitation, and the major disaster or emergency declaration number. The FEMA Region X Mission Assignment Coordinator (MAC) for this emergency operation is Mr. Niles Crane, telephone number (425) 555-7249. Please forward all bills for payment to FEMA Disaster Finance Center, P.O. Box 800, Berryville, VA 22611, ALC: 5801-0020.

Sincerely,

Regional Director

Attachment – 1